

## ORDINANCE.—Continued.

September and October, at 7:30 p. m.; and in the months of May, June, July and August, at 8 o'clock p. m.

Rule 3. The Chairman or any two Trustees may call special meetings of the Board of Trustees.

### CHAIRMAN.

Rule 4. The Chairman shall preside at all meetings of the Board of Trustees. And in case of the non-attendance of the chairman at any meeting, the Board of Trustees shall appoint a chairman.

### QUORUM.

Rule 5. At all meetings of the Board of Trustees a majority shall constitute a quorum to do business; but a minority may adjourn from day to day, and compel the attendance of members by a fine not exceeding five dollars for each and every such offence.

### ORDER OF BUSINESS.

Rule 6. At the hour appointed for meeting, the members shall be called to order by the chairman, or in his absence by the clerk, who shall proceed to call the roll, note the absentees, and announce whether a quorum be present. Upon the appearance of a quorum, the Board shall then proceed to the business before them, which shall be conducted in the following order:

1. Roll-Call.
2. Reading of the minutes.
3. Presentation of petitions.
4. Reports of officers.
5. Reports of standing committees.
6. Reports of select committees.
7. Communications to the Board of Trustees.
8. Reading of bills.
9. Introduction and consideration of ordinances.
10. Unfinished business of the preceding meeting.
11. Motions, resolutions, etc., from members of the Board.

### DUTIES AND PRIVILEGES OF THE CHAIRMAN:

Rule 7. The Chairman shall preserve order and decorum, and shall decide questions of order, subject to an appeal to the Board.

Rule 8. While the Chairman is putting the question, no member shall walk across or out of the Board room.

Rule 9. Every member, previous to his speaking, shall address himself to the chairman, and say "Mr. Chairman;" but shall not proceed with his remarks until recognized and named by the chair.

### DUTIES AND PRIVILEGES OF MEMBERS:

Rule 10. While a member is speaking no member shall entertain private discourse.

Rule 11. A member called to order shall immediately suspend his remarks, unless permitted to explain. If there be no appeal, the decision of the chair shall be conclusive; but if the member appeal to the Board from the decision of the chair, the Board shall decide on the case without debate.

### MOTIONS.

Rule 12. Motions upon the subject under consideration shall have precedence in the following order:

1. To lay on the table.
2. To postpone.
3. To commit.
4. To amend.

### RECONSIDERATION.

Rule 13. A motion to reconsider a vote shall be made at the meeting at which the vote was taken, or it may be made at the next succeeding meeting, when no rights of private individuals have been vested by the action of the board sought to be changed. The motion can only be made by a member who voted with the majority.

Rule 14. All motions or resolutions shall be reduced to writing if required by the chairman or a member; and when seconded and stated by the chair, shall be open for consideration, and no motion or resolution can be withdrawn after it shall have been amended or decided.

## ADJOURNMENT.

Rule 15. A motion to adjourn shall be in order, and shall have precedence over all others, and shall be decided without debate.

### AYES AND NOES.

Rule 16. Every member who may be present when a question is stated from the chair, shall vote thereon unless excused by the board, or unless he be directly or indirectly interested in the question, in which case he shall not vote. The ayes and noes may be called for by any member, in which case the names of the members voting shall be recorded in the minutes.

### APPOINTMENTS TO OFFICE.

Rule 17. All appointments to office by the board shall be by ballot, and a majority of the members shall be necessary to a choice. Confirmations of appointees of the chairman shall be by ballot.

### SPECIAL COMMITTEES.

Rule 18. All committees shall be appointed by the chairman, or in his absence by the chairman pro tem., unless otherwise directed by the board in which case they shall be appointed by ballot.

### SUSPENSION OF RULES.

Rule 19. No notice or resolution establishing new ordinances, amending or in anywise affecting existing ordinances, or appropriating town funds, excepting in the salaries of officers and contracts formerly made, shall be finally accepted at the same meeting of their introduction, unless two-thirds of the board shall decide to dispense with the rule.

### PREVIOUS QUESTION.

Rule 20. The previous question shall be as follows: "Shall the main question now be put?"

### REPORTS.

Rule 21. Standing and select committees shall in all cases report in writing.

Rule 22. All reports of committees shall be addressed:—"To the Board of Trustees of the Town of Cerrillos."

Rule 23. Standing committees of the board shall consist of two members each unless otherwise ordered by the board.

CITY CLERK AND CITY MARSHAL TO ATTEND ALL MEETINGS.

Rule 24. Notices of special meetings shall be served by the marshal on each trustee personally, or by leaving the same at his usual residence or place of business. The clerk shall have charge of the town board room and shall attend all meetings of the board.

### JOURNAL.

Rule 25. The board shall keep a journal of its proceedings, which shall be open at all times for public inspection; shall make and enforce its rules of proceedings and compel attendance, when necessary, of absent members. The town marshal shall also attend all meetings of the board.

### STANDING COMMITTEES.

Rule 26. The standing committees shall be appointed annually, and the person first named on the committee shall be the chairman thereof. The following shall be the standing committees, to-wit:

1. Committee on finance.
2. Committee on ordinances.
3. Committee on streets, alleys and public buildings.
4. Committee on water.
5. Committee on police & health.
6. Committee on claims.
7. Committee on printing.

Rule 27. All printing, furnishing stationery, and supplies shall be let to the lowest responsible bidder.

Rule 28. These rules may be amended at any meeting of the board of trustees by the consent of two-thirds of all members elect.

Approved: W. E. Dame.

Seal. Chairman Board of Trustees, Town of Cerrillos.

Attest: C. A. Whited, Clerk.

## A. L. Kendall, Notary Public.

— AND —

### Justice of the Peace.

All notary work given prompt attention and careful execution.

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A. C. Briggs, Cashier

DIRECTORS:—John A. Lee, S. M. Folsom, J. A. Williamson, E. D. Bullock, J. E. Saint, A. M. Blackwell, B. P. Schuster, C. H. Dane.

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